



**Minutes of an Ordinary Meeting of the Parish Council held on Monday 13<sup>th</sup> June 2016 at the Band Hall, Gravel Close, Downton at 7.30 pm.**

**Present:** Cllr Sutcliffe (Acting Chairman) and Cllrs Brentor, Cordell, Hayward, Pearce, Saxby, Whitmarsh, and Yeates.

**In attendance:** Mrs Bev Cornish, Parish Clerk.

**Also present:** Six members of the public.

**Public Question Time:**

Ms Susan Barnhurst-Davies raised the issue of the large sign for storage outside the offices for Kitigawa in the Salisbury Road which had not obtained planning permission.

Mrs Chris Parry advised of the litter scattered across The Borough as a result of the bins being overflowing and not emptied frequently enough. She also asked that bollards be considered for the edge of the parking area to deter cars from mounting the pavement which had already damaged the kerbs. She also reported that the Memorial Hall had obtained a grant from the Southern Wiltshire Area Board towards the purchase of its new chairs.

Mr Rick Ladds asked whether anything could be done about the extremely overgrown hedge from Creel Cottage which was affecting access to the watermeadows beside Iron Bridge.

**Part 1**

**35.16 To receive a written application for the office of Parish Councillor and to resolve to approve the co-option of Mrs Jenny Saxby to fill the existing vacancy:**

Following consideration of her written application, Downton Parish Council RESOLVED to approve the co-option of Mrs Jenny Saxby. Cllr Saxby subsequently signed her Declaration of Acceptance of Office.

**36.16 To receive apologies from Councillors:** Cllr Sutcliffe advised that apologies had been received from Unitary Cllr Julian Johnson, Cllr Mace following two recent family bereavements, Cllrs Chandler, Dean and Dickinson due to illness, Cllrs Ford and Quarmbly due to personal commitments and Cllr Watts due to holiday. Downton Parish Council RESOLVED to note the apologies received.

**37.16 To consider and resolve to approve the Minutes of the meeting held on 9<sup>th</sup> May 2016:** Downton Parish Council RESOLVED to approve the Minutes of the meeting held on 9<sup>th</sup> May 2016 as a true record and they were signed by the Acting Chairman.

**38.16 To receive Declarations of Interest in respect of matters contained in this agenda in accordance with the Localism Act 2011:** Cllr Saxby declared a personal and pecuniary interest in Minute 50.16 and did not speak or vote when the item was discussed.

**39.16 To resolve to refer any business raised by the public in public discussion, and any other matters or items of information from councillors, to the appropriate committee or to resolve to agree on any other action:**

Cllr Sutcliffe advised that the issue raised by Mrs Parry regarding the bins would be taken into account by members when the item for additional bins was considered later in the meeting.

Downton Parish Council RESOLVED to ask the Clerk to write to the Enforcement Officer regarding the storage sign and to the residents of Creel Cottage requesting that they arrange for their hedge to be cut.

**40.16 Planning and Tree Works Applications:**

**16/04847/FUL 23 High Street, Downton - Proposed new storage outbuilding –**

Following a brief discussion, Downton Parish Council RESOLVED to defer this to the next meeting allow time for the Clerk to seek further information on the likely contents of the storage outbuilding which was not stated in the application.

**16/04422/TPO 1 Long Close, Downton - T1 & T2 - two Poplar trees – fell:** Downton Parish Council RESOLVED to leave the decision to the Tree Officer but requested that that if the decision was to fell the trees, appropriate replacements be planted in view of the screening provided from the Industrial Estate by the existing trees.

**16/03574/FUL 87 Moot Lane, Downton - Proposed two storey rear extension –**  
Downton Parish Council RESOLVED to raise no objection to this application.

**16/04896/FUL Unit 34, Batten Road, Downton - Proposed side extension to form additional storage and office space -** Downton Parish Council RESOLVED to raise no objection to this application provided that there was no impact on the drainage ditch beside the property which was part of the Downton Flood Defence System..

**41.16 To resolve to ratify a response submitted in response to the Wiltshire Council consultation on Broadband:** Following a short briefing from the Clerk, Downton Parish Council RESOLVED to ratify the response which was to request that the postcodes for Charlton All Saints and Standlynch be included in Phase Two of the implementation programme.

**42.16 To consider a recommendation from the Amenities Committee to purchase a double litter bin for outside the Co-op at the cost of £459 and a slimline litter bin for outside Downton Pharmacy at the cost of £335 and to also consider the purchase of a double litter bin for the Memorial Gardens at the cost of £459 following a recent report from the Landscape Group. All bins to be supplied by Broxap:** Following a short briefing from Cllr Brentor and a request following comments from the Downton Green Group and the change of Wiltshire Council contract in August

2017, Downton Parish Council RESOLVED to approve the purchase of all the double bins but that one bin be for litter and the other for recycling provided the cost was reasonable.

**43.16 To consider and resolve to approve the appointment of Mr Paul Stevens as the Parish Council's Principal Designer to oversee the Health & Safety aspects of the project to build the Extension to the Memorial Hall:** Following a short briefing from Cllr Sutcliffe regarding the change in Construction (Design and Management) Regulations 2015, Downton Parish Council RESOLVED to approve the appointment of Mr Paul Stevens at the cost of £1,800.

#### **44.16 Representative Reports:**

**Southern Wiltshire Area Board:** Cllr Whitmarsh gave a brief report on a recent meeting at which there had been a report from a representative of the new Wiltshire and Dorset Fire Service, a presentation from the Hazel Hill Trust in Farley and 13 applications for grants had been considered.

**Wiltshire Council Housing Panel:** Cllr Brentor gave a brief report on a recent positive meeting which had been attended by Unitary Cllr Julian Johnson, 3 senior housing officers and 5 residents. She said the main discussion centred around the concerns raised by residents over the recent letter sent by Wiltshire Council which they perceived to be a threat to their tenancies if they continued to park on the grass in Castle Meadow and Saxon Meadow. However, it was confirmed that Wiltshire Council had no power over parking and subsequent correspondence to Cllr Brentor confirmed that officers would be gathering evidence to justify a further parking area.

#### **45.16 Committee Reports:**

**Amenities Committee:** Cllr Brentor gave a detailed report on a recent meeting at which:

- A document, which had been submitted 3 days prior to the meeting, from the Moot Lane Sports Club had been considered, although it could not be regarded as a business plan and did not contain the information requested at the January meeting.
- The Committee had agreed to give the MLSC further time to produce the business plan despite the Parish Council deciding a year ago to make a final decision on the Pavilion in December 2015.

She said she had recently received an email from Mr Hamish Ross which had stated that he did not know how long it would take to produce the requested plan and she had written back to him requesting a date for submission within the next week so that a further meeting of the Committee could be set up by the Clerk.

On other matters, she said that Cllr Whitmarsh had agreed to inspect the Bus Shelters and two residents had requested that work be done to clear the undergrowth on the boundary between the bungalows in Castle Meadow and the Moot Lane Recreation Ground and that a new fence be erected, which the Clerk was following up.

Cllr Brentor said further that she would be setting up a meeting to progress the Footbridge project and various working parties to carry out other tasks as well as to

pursue maintenance issues identified when carrying out a tour of the amenity areas in the parish with the Clerk.

**46.16 To resolve to receive and note the Minutes of:**

The meeting of the Amenities Committee held on 18<sup>th</sup> January 2016.

Downton Parish Council RESOLVED that they be noted.

**47.16 To consider and resolve to approve the Governance Statement for 2015/16 for submission to the Parish Council's External Auditors following completion of the Internal Audit:** Downton Parish Council RESOLVED to approve the Governance Statement for 2015/16.

**48.16 To consider and resolve to approve the Accounting Statements contained in the Annual Return and Statement of Variances for 2015/16 for submission to the Parish Council's External Auditors following completion of the Internal Audit:** Downton Parish Council RESOLVED to approve the Accounting Statements contained in the Annual Return and the Statement of Variances for 2015/16.

Cllr Yeates proposed, Cllr Brentor seconded and it was RESOLVED that a vote of thanks be offered to the Clerk for all her hard work in preparing the Annual Accounts.

**49.16 To resolve to approve the following payments:**

- £3345.00 – Mr J Savage – 1<sup>st</sup> tranche of grasscutting contract.
- £273.75 – ASG Maintenance - 1<sup>st</sup> tranche of grasscutting contract at the Redrow development.
- £356.21 – Came & Company – For additional premium following a revaluation of the Memorial Hall.
- £700.00 - Maranji Commercial & Domestic Cleaning - June.
- £60.00 - Maranji Commercial & Domestic Cleaning - for work to install additional woodwork to ceiling in public toilets.
- £280.80 - Initial – For annual supply and collection of Sanitary and Nappy units in the Public Toilets
- £300.00 - Playground Inspection Company – 1<sup>st</sup> of 2 inspections.
- £183.84 - The Landscape Group - for bin emptying.
- £1154.00 - Mr R Moody – For maintenance at Downton Cemetery.
- £105.00 - Fair Account - For the Internal Audit for 2015/16.
- £9.15 - Bournemouth Water - For the Moot Lane Pavilion.
- £576.00 - Dorset Land Surveying - For boundary survey of the land to be leased in the Memorial Gardens.
- £0.05 - Longford Estates - Annual rent for The Borough Greens.
- £76.05 - Mr J Parsons - For Hire of PA and Projector plus display equipment for Annual Parish meeting.
- £187.00 - Society of Local Council Clerks - Annual subscription.
- £138.72 - Viking - For stationery, Epson and Canon ink cartridges, A3 paper.
- £169.07 - Mrs B Cornish - Quarterly expenses for phone, internet, key cutting and refreshments for Annual Parish Meeting and Dementia Event.

Cllr Hayward proposed, Cllr Whitmarsh seconded and it was RESOLVED that they be approved.

**50.16 To resolve to approve the sum of £9,719.98 as the Accounts for payment for June and to record the bank balances.**

Mr J Savage –Grasscutting	3345.00
ASG Maintenance - Grasscutting	273.75
Came & Company – Memorial Hall insurance increase	356.21
Maranji Commercial & Domestic Cleaning - June.	700.00
Maranji Commercial & Domestic Cleaning - for maintenance	60.00
Initial – Sanitary and Nappy units in the Public Toilets	280.80
Playground Inspection Company – 1st of 2 inspections	300.00
Mr R Moody – Maintenance at Downton Cemetery	1154.00
The Landscape Group - for bin emptying	183.84
Fair Account - For the Internal Audit for 2015/16.	105.00
Bournemouth Water - For the Moot Lane Pavilion	9.15
Dorset Land Surveying - For boundary survey	576.00
Longford Estates - Annual rent for The Borough Greens.	0.05
Mr J Parsons - For hire of PA and Projector	76.05
Society of Local Council Clerks - Annual subscription	187.00
Viking - For stationery & ink cartridges	138.72
Mrs B Cornish – For Quarterly expenses	169.07
Ms R Saxby – June Salary	151.20
Mr T Price – June Salary	151.20
B Cornish – June Salary and backpay	1502.94
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Total	<b>9719.98</b>
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**Balances to be Approved and Noted as at 13.06.16:**

Current A/c: £8,196.19      Deposit A/c: £87,823.21

**51.16 To resolve to note the Budget to Actual figures to 30<sup>th</sup> June 2016:** Downton Parish Council RESOLVED to note the Budget to Actual figures to 30<sup>th</sup> June 2016.

**52.16 To resolve to note the Clerk’s report providing information on recent issues and work completed:** Cllr Sutcliffe proposed from the Chair and it was RESOLVED that the Clerk’s report be noted.

**53.16 To resolve to note the Correspondence received:** Downton Parish Council RESOLVED to note the following correspondence:

1. Longford Estates – A letter from Mr Alasdair Jones-Perrott advising that the Footbridge Proposal had the approval in principle of Longford Estates.
2. Downton Society – An email from Ms Claire Freemantle requesting that a double refuse bin be installed outside the Pharmacy on the High Street.
3. Ms S Cohen – An email request for a further copy of the consultation document distributed to South Lane residents last December.
4. Mrs E Holme – An email thanking the Parish Council for the removal of the undergrowth on the boundary with the bungalows in Castle Meadow and asking that the Parish Council check the remaining debris to determine whether it was now a fire hazard.

5. Mrs J England – An email of complaint regarding the whole boundary area in the Moot Lane Recreation Ground which she considered was a disgrace and requested that work also be done to reduce the width of the conifer trees which were impacting the use of residents' gardens.
6. Citizens Advice Wiltshire – A letter from Ms Sara Cardy, CEO requesting financial support of £100.
7. Downton Moot – A letter of thanks from Ms Susan Barnhurst-Davies for the Parish Council's donation towards the installation of the bike racks.
8. Wiltshire Council – An email from Mr Sean Chaksfield attaching the Notice of Referendum for the EU referendum for display on the noticeboard.
9. Mrs H Willcox – An email expressing concern about the new shop in the High Street which is proposing to sell exotic animals such a snakes, spiders etc.
10. Atkins and Wiltshire Council – Several email exchanges regarding the resurfacing of Gravel Close.
11. Play Inspection Company – Two emails from Ms Natasha Bellfield providing inspection reports for the 4 play areas and a stock valuation.
12. Wiltshire Council – An email from Ms Emily Kavanagh enclosing the Wiltshire's Public Health briefing for May 2016.
13. Southern Wiltshire Area Board – An email from Mr Tom Bray enclosing the Safer and Supportive Communities Newsletter for June 2016.
14. Ms S Cohen – An email on behalf of the residents of South Lane enclosing their letter of objection to the Footbridge Proposal.
15. Learndirect – An email from Ms Amanda Broomhall enclosing a leaflet providing information on the Learndirect NEET Programme for 16-24 year olds in Wiltshire.

**54.16 Date of next meeting – Monday 11th July 2016 at 7.30 pm at the Band Hall, Gravel Close, Downton**

## **Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - STAFFING**

**55.16 Cllr Sutcliffe proposed the following resolution – ‘That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw’,** seconded by Cllr Hayward and RESOLVED by Downton Parish Council.

**56.16 To consider and resolve to approve the 2016-18 National Salary Award and changes in pay scale as recommended by the National Association of Local Councils for the Clerk from 1st April 2016 in accordance with her Employment Contract:** Cllr Hayward proposed, Cllr Yeates seconded and it was RESOLVED that it be approved.

With no further business, the meeting closed at 8.40 pm.